

Virginia

Standards of Learning Assessments

Spring 2004
English: Reading
and Mathematics
Field Tests

Manual for the Division
Director of Testing

Grade 4
Grade 6
Grade 7

Test security guidelines restrict persons who have not signed the
Test Security Agreement from reading the actual test questions.

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DDOT's Manual

DDOT'S CHECKLIST

Activities Before Test Administration

- ☐ 1. Carefully read this *DDOT's Manual*, as well as any directions from the Virginia Department of Education. Review the Spring 2004 Schedule of DDOT Activities (Section 2, Table 1) for all critical dates.
- ☐ 2. Assist School Test Coordinators (STCs) in identifying students who will participate in the *English: Reading* and *Mathematics* field tests (Section 4.1).
- ☐ 3. Verify that all schools have established a testing schedule.
- ☐ 4. Send the completed *SOL Division Test Security Agreement* to Harcourt according to the Schedule of DDOT Activities in Table 1. (Section 4.4).
- ☐ 5. Receive non-secure materials from Harcourt (Section 4.5). Send the *Division Verification of Receipt of Non-Secure Testing Materials and Reorder Form* to Harcourt according to the Schedule of DDOT Activities in Table 1.
- ☐ 6. Prepare any local instructions (Section 4.7).
- ☐ 7. Make sure that STCs understand how to complete the new student answer documents.
- ☐ 8. Provide information about the field test to all School Test Coordinators (Section 4.7).
- ☐ 9. Receive secure materials from Harcourt (Section 4.8). Send the *Division Verification of Receipt of Secure Testing Materials and Reorder Form* to Harcourt according to the Schedule of DDOT Activities in Table 1. (Section 4.8.2).
- ☐ 10. Distribute secure SOL *English: Reading* and *Mathematics* field test booklets to each STC **no more than 96 hours** (four school days) prior to the date the school is to begin testing (Section 4.8 and Section 4.8.3).

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DDOT'S CHECKLISTS

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INTRODUCTION

The SOL *English: Reading and Mathematics* field tests will be administered under test conditions similar to the multiple-choice SOL tests. The purpose of these field tests is to evaluate the performance of the individual test questions. The results will be considered when making final selection of items for use in future SOL tests.

The SOL *English: Reading and Mathematics* field tests will consist of the following individual assessments:

- *English: Reading* (Grade 4)
- *English: Reading* (Grade 6)
- *English: Reading* (Grade 7)
- *Mathematics* (Grade 4)
- *Mathematics* (Grade 6)
- *Mathematics* (Grade 7)

1. USE OF THIS MANUAL FOR ADMINISTRATION OF THE SPRING 2004 SOL *ENGLISH: READING AND MATHEMATICS* FIELD TESTS

This *DDOT's Manual* describes procedures that you, as the Division Director of Testing (DDOT), should follow before, during, and after the administration of the Spring 2004 Standards of Learning (SOL) *English: Reading and Mathematics* field tests.

This manual includes the following information:

- test administration dates
- school division responsibilities for SOL testing
- your responsibilities before, during, and after the field test administration
- steps for organization and return of test materials to Harcourt Assessment, Inc. (Harcourt) after all field testing is completed

You must familiarize yourself not only with this manual but also with the *School Test Coordinator's Manual* and the *Examiner's Manuals*, which include specific directions for administering the SOL *English: Reading and Mathematics* field tests. Take particular care to read all testing materials and to provide information to STCs in your division.

2. SPRING 2004 SOL *ENGLISH: READING AND MATHEMATICS* FIELD TEST SCHEDULE

Each school division is to administer the SOL *English: Reading and Mathematics* field tests within its own established testing week, between May 3 - 28, 2004. As the Division Director of Testing, you must work with each School Test Coordinator to establish dates and times for testing in her/his school and to ensure that all Test Examiners are advised of their school's specific test dates and times.

Each school's test schedule may allow an opportunity for make-up sessions to be held prior to the end of the division's testing week. Students who are absent for the field test administration may be given an opportunity to take the field test on a make-up basis. School Test Coordinators are responsible for arranging make-up sessions for students who were to have participated in the field test. Testing dates, including make-up sessions, must allow for all scorable documents to be returned to the DDOT by the Friday of the division's testing week.

For the Spring 2004 SOL *English: Reading and Mathematics* field tests, the schedule of your major activities as DDOT is presented in Table 1. **You must determine your division's specific activity dates based on the guidelines presented in this schedule.**

Table 1. Schedule of DDOT Activities for Schools Testing May 3 - 28, 2004

Activity	Date (2004)
Receive and inventory cartons of division overage of non-secure field test materials	Week prior to testing
Monitor schools' direct receipt of non-secure field test materials	Week prior to testing
Receive and inventory cartons of division's/schools' secure field test materials	Week prior to testing
Receive <i>School Verification of Receipt of Non-Secure Testing Materials and Reorder Forms</i> from schools AND Notify Harcourt of any non-secure materials needed	NO LATER THAN April 27, 2004
Fax to Harcourt: <i>Division Verification of Receipt of Secure Testing Materials and Reorder Forms</i> AND <i>Division Verification of Receipt of Non-Secure Testing Materials and Reorder Forms</i>	NO LATER THAN April 28, 2004
Send completed <i>SOL Division Test Security Agreement</i> to Harcourt	NO LATER THAN May 3, 2004
Oversee your division's administration of the Spring 2004 SOL <i>English: Reading</i> and <i>Mathematics</i> Field Tests	During your selected testing week (between May 3 - 28)
Ship scorable answer documents to San Antonio, TX	NO LATER THAN the Friday of your selected testing week
Ship non-scorable materials to San Antonio, TX	NO LATER THAN 10 days after the end of your selected testing week
Forward the <i>SOL School Division Affidavit</i> to the Virginia Department of Education	NO LATER THAN 10 days after the end of your selected testing week

3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING

Many school division personnel are responsible for the administration of the SOL tests. These include:

- Division Director of Testing (DDOT)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows:

Division Director of Testing

As the Division Director of Testing (DDOT), you will serve as the point of contact between the school division and the Virginia Department of Education. You will be responsible for ensuring that all procedures required for the SOL *English: Reading* and *Mathematics* field tests are implemented within the division.

School Test Coordinator

Each school has designated one person as the School Test Coordinator (STC) who serves as the point of contact between the school and your office. Each STC is responsible for ensuring that all procedures required for the SOL field tests are implemented within the school and for maintaining the security of test materials. STCs are to take particular care in reading all testing materials and to provide appropriate and effective training to Examiners in their schools. Any questions the STC has regarding the SOL field tests are to be directed to you.

Test Examiner

The Test Examiner (Examiner) is responsible for administering the SOL field test(s) according to the procedures contained in the *Examiner's Manuals* and for maintaining the security of field test materials.

4. SPECIFIC DUTIES OF THE DDOT: BEFORE TESTING

Before testing, review this manual, the *School Test Coordinator's Manual*, and the *Examiner's Manuals* so that you are familiar with the responsibilities of all parties. Provide training to your division's STCs based on the information in these manuals and in other pertinent sources.

4.1 Work with STCs to Identify Students to be Tested

Elementary and middle school students receiving instruction in the following content may participate in the corresponding SOL *English: Reading* and *Mathematics* field tests:

- | | |
|-------------------------------------|--------------------------------|
| • <i>English: Reading</i> (Grade 4) | • <i>Mathematics</i> (Grade 4) |
| • <i>English: Reading</i> (Grade 6) | • <i>Mathematics</i> (Grade 6) |
| • <i>English: Reading</i> (Grade 7) | • <i>Mathematics</i> (Grade 7) |

NOTE

Special Forms testing materials (audiotapes, large-print and Braille editions) will **not** be provided for the SOL *English: Reading* and *Mathematics* field tests.

Students with disabilities or limited English Proficient (LEP) students may participate in the SOL *English: Reading* and *Mathematics* field tests unless participation is not in the best interest of the student. The guidelines for students with disabilities are available on the Virginia Department of Education

Website. If you have any questions, please call the Division of Assessment and Reporting at (804) 225-2102.

4.2 Schedule Testing Sessions

All field test sessions for your school division must be scheduled within your selected testing week (between May 3 - 28, 2004). **Should you need to adjust your testing week, please notify your Harcourt Virginia Program Coordinator immediately** (see Appendix P).

In scheduling times for testing, The STCs must take into consideration that the SOL *English: Reading* and *Mathematics* field tests are not timed; however, each test is to be completed within one school day. Approximately 65 minutes per test is expected to be a typical testing time. Students should be afforded as much time as they need to complete the field test. Additionally, students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials. Make sure that STCs have scheduled testing sessions so that they begin early enough to allow students a reasonable amount of time to complete the test before lunch or before the end of the school day.

Ensure that STCs develop a plan to accommodate situations in which “allocated” time has elapsed but students have yet to complete the test. For example, these students could be moved to an alternate location such as a library or activity room so that they can complete the test. Make sure that STCs’ plans for alternate testing sites include appropriate test security precautions. If students are moved to an alternate location to complete their tests, be sure that their test booklets and answer documents are collected by an adult prior to the move and redistributed only after the students are settled in the new site. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

The administration of the SOL *English: Reading* and *Mathematics* field tests must take precedence over other scheduled school activities, with the exception of regular SOL test administration. The field test administration should not be interrupted by fire drills or other school functions. If testing is delayed or interrupted by inclement weather or some other emergency, assist the STC in revising the testing schedule.

Make sure that each school participating in the SOL *English: Reading* and *Mathematics* field test provides students with advance notice of the test date(s) and schedule.

4.2.1 Make-up testing sessions

Students may be offered an opportunity to take a make-up field test if they are absent on the scheduled test date. Make-up testing sessions are not required, but if provided, they must be completed within your division’s testing week. STCs must allow time for assembly and transmittal of all scorable answer documents to you to enable you to assemble and ship all schools’ scorable answer documents to Harcourt NO LATER THAN THE FRIDAY OF YOUR TESTING WEEK. Make sure that STCs understand the following:

- Students will take one of the same field tests taken by other students on the regularly scheduled testing date. (No alternate forms are provided).
- After make-up sessions have been completed, the answer document of any student who has taken a make-up test must be grouped with the answer documents used by students in his/her regular classroom.

4.3 Review Procedures for Ensuring Test Security

Each school division must ensure the security and accountability of all field test materials from the time of receipt until all testing is completed. Secure test materials will be shipped and addressed to you, and upon their delivery you will have primary responsibility for their security. Refer to information included in all of the SOL manuals for security procedures pertinent to the receipt, inventory, distribution, and storage of test materials. Security procedures must be followed to ensure complete test security.

WITHOUT EXCEPTION, all copies of the secure field test booklets and used answer documents must be kept in secure, locked storage at all times when they are not in use in an actual testing session.

4.4 Complete the SOL Division Test Security Agreement

Both you and your division's Superintendent must complete, sign, date, and return the *SOL Division Test Security Agreement* to Harcourt **according to the Schedule of DDOT Activities in Table 1**. The agreement, which may be photocopied, is found in Appendix A of this manual.

Please return your completed *SOL Division Test Security Agreement* to the attention of your Harcourt Virginia Program Coordinator by **toll-free fax** at 1-800-547-2059.

4.5 Receive and Verify the Division Overage of Non-Secure Test Materials

This shipment of field test materials will be delivered to you according to the schedule of events in Table 1. It will include your Spring 2004 DDOT Kit, copies of administration manuals for you and your staff, and, in case they are needed by any of the schools in your division, overage quantities of non-secure field test materials. The cartons in this overage shipment will be numbered sequentially: "1 of X," "2 of X," and so on.

Specifically, the following non-secure materials will be included:

- grade- and subject-specific *Examiner's Manuals*;
- *School Test Coordinator's Manuals*;
- grade- and subject-specific answer documents;

Your DDOT Kit will include the following components:

- a cover letter and *Division Verification of Receipt of Non-Secure Testing Materials and Reorder Form* (also in Appendix B of this manual);
- a *Division Master File Sheet*, for Grades 4, 6, and 7 *English: Reading* and for Grades 4, 6, and 7 *Mathematics* field tests (to be returned with scorable answer documents to the Scoring Center);
- a copy of each school's packing list for the shipment of non-secure test materials from Harcourt;
- **pink** "Virginia SOL Field Test" labels and **red** UPS "Next Day Air" shipping labels for your shipment of **scorable answer documents**;
- Tyvek envelopes for packaging scannable answer documents
- **green** labels and **black-and-white** UPS "GroundTrac" labels for return of **non-scorable secure materials**;
- extra paper bands

Verify **no later than 2 days after receipt of materials** that the quantities of all materials received in this shipment match those listed on the division-level packing list in box #1 of the shipment. If this overage shipment appears incomplete in any way, call your Harcourt Virginia Program Coordinator, 1-800-228-0752, or e-mail the information to virginia_sol@harcourt.com (see Appendix P).

Retain all dual-purpose cartons in which materials are shipped because they can be used to return answer documents to the Scoring Center.

4.6 Monitor Schools' Receipt of Non-Secure Field Test Materials

Each school's SOL non-secure field test materials will be shipped by Harcourt directly to the schools to the attention of the School Test Coordinator. These shipments will be delivered to each school according to the schedule of events in Table 1.

Each school's shipment of non-secure materials includes the following:

- *School Verification of Receipt of Non-Secure Testing Materials and Reorder Form* (in Appendix C of this manual)
- grade- and subject-specific answer documents (in packages of 25)
- grade- and subject-specific *Examiner's Manuals*
- *School Test Coordinator's Manual*
- *Spring 04 SOL English: Reading and Mathematics Field Test School Master File Sheet(s)*
- school-specific Scoring Service ID Sheets (SSIDs, more commonly known as header sheets)
- paper bands

STCs are instructed in the *School Test Coordinator's Manual* to verify receipt of these materials and to request any additional materials from you **immediately upon their receipt of this shipment**. STCs will use the *School Verification of Receipt of Non-Secure Testing Materials and Reorder Form* (see the sample in Appendix C) to confirm receipt and request additional materials if necessary. No later than 1 week prior to your testing week, contact any STC who has not yet verified receipt of the shipment of non-secure materials.

Fill requests for additional materials using material in your overage shipment. If requests for additional materials cannot be filled from your division overage, reorder additional materials from Harcourt using the *Division Verification of Receipt of Non-Secure Testing Materials and Reorder Form* in Appendix B. (Be sure you are using the correct *Verification* form.)

Even if there are no discrepancies and you do not need any additional materials, you must still return Section 1 of this form to Harcourt to verify receipt.

4.7 Provide Information to School Test Coordinators

Provide information to STCs that highlights the responsibilities described in the *School Test Coordinator's Manual* and stresses security procedures.

The following topics should be addressed:

- responsibilities of STCs and Examiners
- information to provide to Examiners
- testing schedules
- arranging for testing sites
- guidelines for participation of LEP students and students with disabilities
- security requirements, including use of the *Examiner's/Proctor's Test Security Agreement*
- handling testing irregularities
- organizing, packing, and returning scorable and non-scorable materials to you after testing

4.7.1 Packaging of SOL *English: Reading and Mathematics* field tests

Each package of multiple-choice field test booklets will contain a cover sheet that shows:

- A package number unique to the field test booklets within the package; and
- The range of form numbers of the field test booklets within the package.

A sample of this cover sheet is in Appendix F.

Ensure that STCs and Examiners know that before test booklets are distributed to students, Examiners should count and record the number of materials they have received in each package. All cover sheets should be returned with test booklets to the STC.

4.7.2 Completing the student demographic information

A sample of the student answer documents to be used for the SOL *English: Reading and Mathematics* field test can be found in Appendix E. Sections of the answer document include student name and other identifying information, teacher, school, gender, grade, date of birth, and test date. Specific instructions for completing Section D – Race/Ethnicity, and Section G – MC Form can be found in the *STC's and Examiner's Manuals*.

4.7.2.1 Completing Section H – other information

After testing, the Examiner or another adult will complete Section H of the students' answer documents. Section H is divided into 10 columns (labeled A through J) with numbered circles (0 through 9) to be gridded according to the following instructions. See Appendix E, Sample Student Answer Document.

Column A – Calculator Use (Mathematics Only)

Column D – Native Hawaiian Ethnicity

Column E – LEP Students

Columns B & C – Disability Codes

Columns F through J – Not Used

H OTHER INFORMATION										
A	B	C	D	E	F	G	H	I	J	
0	0	0	0	0	0	0	0	0	0	
1	1	1	1	1	1	1	1	1	1	
2	2	2	2	2	2	2	2	2	2	
3	3	3	3	3	3	3	3	3	3	
4	4	4	4	4	4	4	4	4	4	
5	5	5	5	5	5	5	5	5	5	
6	6	6	6	6	6	6	6	6	6	
7	7	7	7	7	7	7	7	7	7	
8	8	8	8	8	8	8	8	8	8	
9	9	9	9	9	9	9	9	9	9	

Section H, Column A – Calculator Use (Mathematics only)

Grid circle "0" of column "A" if students used a scientific calculator. Grid circle "1" of column A if students used a 4-function calculator.

Section H, Columns B and C – Disability Codes

Use the following Disability Status Codes to complete Section H, Columns B and C for any student who is identified as having a disability. Use numbered circles 0 through 9 of column B, and 0 through 3 of column C for students who are eligible for services under the *Individuals with Disabilities Education Act (IDEA)*, and who have Individualized Education Plans (IEPs). Use numbered circle 4 of column C for “otherwise qualified handicapped” students who are eligible for services under Section 504 of the *Rehabilitation Act of 1973*.

Table 2. Disability Status Codes

Section H, Column B		Section H, Column C	
CIRCLE 0	Mental Retardation	CIRCLE 0	Deaf-Blind
CIRCLE 1	Severe Disabilities	CIRCLE 1	Autism
CIRCLE 2	Multiple Disabilities	CIRCLE 2	Traumatic Brain Injury
CIRCLE 3	Orthopedic Impairment	CIRCLE 3	Developmental Delay (through age 8)
CIRCLE 4	Visual Impairment (including blindness)	CIRCLE 4	Otherwise Qualified as Handicapped under Section 504
CIRCLE 5	Hearing Impaired/Deaf	CIRCLES 5-9	Leave Blank
CIRCLE 6	Learning Disability		
CIRCLE 7	Emotional Disturbance		
CIRCLE 8	Speech/Language Impairment		
CIRCLE 9	Other Health Impairment		

Section H, Column D – Native Hawaiian

Grid circle “0” of column D for students of Native Hawaiian ethnicity. If Column D of Section H is gridded, do not grid Race/Ethnicity (Section D).

Section H, Column E — Limited English Proficient (LEP) Students

Grid circle “0” of column “E” for students classified as Limited English Proficient (LEP) or have exited LEP monitor status within the last two years. If you are not sure whether a student is limited English proficient, check with your STC. (Circles 1 through 9 of column E, should be left blank).

Limited English Proficient (LEP) Students:

An LEP student in the Commonwealth of Virginia is classified according to the federal government definition as described in Public Law 107-110, the *No Child Left Behind Act of 2001*. The law states:

An LEP student is classified as one:			
(A.)	who is aged 3 through 21;		
(B.)	who is enrolled or preparing to enroll in an elementary school or secondary school;		
(C.)	(i.)	who was not born in the United States or whose native language is a language other than English; and who comes from an environment where a language other than English is dominant	
OR			
	(ii.)	(I.)	who is a Native American or Alaska Native, or a native resident of outlying areas; and
		(II.)	who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
OR			
	(iii.)	who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant;	
AND			
(D.)	whose difficulties speaking, reading, writing, or understanding the English language may be sufficient to deny the individual —		
	(i.)	the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);	
	(ii.)	the ability to achieve successfully in classrooms where the language of instruction is English; or	
	(iii.)	the opportunity to participate fully in society.	
[P.L. 107-100, Title IX, Part A, Sec. 9101, (25)]			

Section H, Columns F through J – fields NOT used

4.8 Receive Secure Test Materials

4.8.1 Receipt of schools’ secure field test materials

These shipments, packed separately for each school, will be delivered to you according to the schedule of events in Table 1. If you have not received all cartons for all schools by this time, please call your Harcourt Virginia Program Coordinator, toll-free, at 1-800-228-0752 (see Appendix P).

Each school’s cartons of secure field test materials will be numbered sequentially (“1 of X,” “2 of X,” and so on). **The school name will appear on the Harcourt label on each box, not the UPS label.** Each school’s cartons will include the school’s assigned multiple-choice field test booklets.

Check to make sure that:

- each school's shipment is complete (i.e., all cartons have arrived);
- no cartons have been broken or opened in transit; and
- all cartons have arrived for all schools scheduled to test.

Carefully review your copy of each school's packing list (contained in box #1 of your division overage) for secure materials to verify that all participating schools are included and that all secure test booklets needed for each school's testing are listed. You may want to forward a copy of the packing list to the school so that they can inform you promptly if additional materials are needed. If a school's shipment appears incomplete in any way, call your Harcourt Virginia Program Coordinator.

4.8.2 Receipt and verification of division overage of secure field test materials

This shipment of test materials will also be delivered to you according to the schedule of events in Table 1. It will include overage quantities of secure multiple-choice field test booklets in the event they are needed by any of the schools in your division. The cartons in this overage shipment will be numbered sequentially ("1 of X," "2 of X," and so on) and include the following items:

- a cover letter
- division overage packing list
- a copy of each school's secure materials packing list
- grade- and/or subject-specific multiple-choice field test booklets

Overage quantities of field test booklets equal approximately 10% of the division's projected enrollments. These materials can be used in the event they are needed by any of the schools in your division. If you have any questions about which materials to use at a given location, please contact the Department of Education or Harcourt.

The *Division Verification of Receipt of Secure Testing Materials and Reorder Form* that used to be part of this shipment is now in Appendix D of this manual.

No later than two school days after receipt of materials, verify that the quantities of all materials received match those listed on your division overage packing list and that school shipments appear to be complete.

Fax the *Division Verification of Receipt of Secure Testing Materials and Reorder Form* to Harcourt as soon as possible after receipt of materials. **This division verification of receipt of materials must be returned to Harcourt even if additional testing materials are not needed.** Do not send school verification forms to Harcourt. Additional materials should be ordered from Harcourt. Harcourt will make every effort to deliver adjustments to you as quickly as possible, but **please remember to allow four business days for receipt of shipments.**

Retain all dual-purpose cartons in which materials were received. These cartons should be used to return answer documents to the Scoring Center.

4.8.3 Distribution of secure field test materials to schools

Using a copy of the *SOL School Test Booklet Transmittal Form* (see Appendix G), transfer to each school its cartons of secure field test materials. Complete instructions are printed on the form. Please remember, however, that **this transfer may not occur more than 96 hours (or four school days) before the school's first scheduled testing session.**

When transferring secure test materials to schools, have each STC inventory the school's materials. **The STC must report any shortages or discrepancies to you immediately.**

STCs should retain the dual-purpose cartons in which materials are shipped and use them to return all scorable secure materials to you immediately after testing. These cartons will also be used to return all non-scorable materials to you.

5. SPECIFIC DUTIES OF THE DDOT: DURING TESTING

5.1 Maintain a Contingency Plan for Inclement Weather

Be prepared to coordinate and monitor adjustments in each school's testing schedule if inclement weather threatens or forces school closures.

If school openings are delayed or an early dismissal is possible or likely:

- a. Do not begin testing unless you are confident that all testing sessions can be completed during the school day on which they are scheduled.
- b. If testing has already begun and school is dismissed during a testing session, call the Department of Education's Division of Assessment and Reporting immediately at (804) 225-2102.

If schools are closed:

- a. Reschedule the test administration within your existing window if possible. If the number of missed days necessitates a change in your testing window, notify the Department of Education at (804) 225-2102.

5.2 Monitor Test Administration

Be available to STCs for questions and problem resolution during the administration of the SOL *English: Reading* and *Mathematics* field tests. Ensure that all secure materials are being handled properly by both STCs and Examiners.

5.3 Identify and Resolve Testing Irregularities

The *Examiner's Manual* instructs Examiners to **immediately** report any testing irregularities to their STC. As DDOT, you may be called upon to resolve or mediate suspected or reported irregularities.

A testing irregularity is any occurrence that may inappropriately influence a student's performance. Examples of testing irregularities include but are not limited to:

- a student becomes ill during testing;
- a student is observed cheating during the testing session;
- a teacher or another adult provides improper assistance to a student;
- testing accommodations specified in a student's IEP, 504 management plan, or *LEP SOL Participation Plan* are not provided;
- a student is provided an accommodation that is not specified in her/his IEP, 504 management plan, or *LEP SOL Participation Plan*;
- an excessive disturbance or disruption occurs during the testing session;
- a student's test booklet or used answer document is missing; or
- any unused/unassigned test booklet is missing.

All testing irregularities must be recorded on the *Test Irregularity Form* (found in Appendix H of this manual and also in the *School Test Coordinator's Manual* and all *Examiner's Manuals*) and submitted to you **within 24 hours of occurrence**.

While you are encouraged to give STCs guidance in the proper way to resolve specific test irregularities, there may be times when you will need to submit an irregularity to the Department of Education for resolution. When that is necessary, sign the *Test Irregularity Form* in the appropriate space and fax it to the Department of Education's Division of Assessment and Reporting at 804-371-8978. Again, this must occur within 24 hours of your receipt of an irregularity report from a school.

6. SPECIFIC DUTIES OF THE DDOT: AFTER TESTING

NOTE

Both scorable answer documents and non-scorable secure test booklets will be shipped to the Harcourt Scoring Center in San Antonio, Texas.

After all testing sessions have been completed in all schools, your primary responsibilities will be to:

- organize all schools' answer documents for return to the Harcourt Scoring Center in San Antonio, Texas;
- account for and return all copies of the secure *English: Reading and Mathematics* field test booklets to Harcourt in San Antonio, Texas; and
- dispose of the remaining non-secure field test materials.

6.1 Receive Set A – Scorable Answer Documents

Set A — Bundles of scorable answer documents and SSID sheets, along with the completed *Spring 04 SOL School Master File Sheets*, must be received in your office from each school **by Friday of your testing week** after its testing sessions have concluded.

Using the original shipping cartons, each STC is to repackage the bundles of answer documents for the school. See Section 6.3, "Prepare and Transmit **Set A** – Scorable Test Materials," in the *School Test Coordinator's Manual*. The STC has been instructed to label all cartons of scorable answer documents as **Set A** and to place the appropriate completed *Spring 04 SOL School Master File Sheet* on top of each group of answer documents. The STC has also been instructed to close all shipping cartons in such a manner that will allow you to re-open them easily upon receipt.

Upon receipt of the **Set A** scorable answer documents from each school, **separate from them any non-scorable materials that are not to be shipped to the Scoring Center at this time** such as field test booklets, manuals, affidavits, and so on.

You must ship scorable answer documents to the San Antonio Scoring Center **as soon as possible after all testing in the division is completed, but no later than the Friday of your testing week**. Make sure that STCs know the schedule for receipt of **Set A** materials that will allow this shipment to take place as scheduled.

6.2 Verify Scorable Answer Documents from Schools

Working with one school's materials at a time, separate the answer document bundles by grade and subject. Make sure that you keep the school's answer document bundles together with its *Spring 04 SOL School Master File Sheet*.

Work through the following steps **separately** for the *Spring 04 SOL School Master File Sheets* and then for the *Spring 04 Division Master File Sheets*. The following information must be carefully verified for **each school and grade/subject** to ensure proper and timely scoring of answer documents.

6.2.1 School Master File Sheets

For all subjects tested in each school, there must be a completed *Spring 04 SOL English: Reading and Mathematics Field Test School Master File Sheet* at the top of that grade and/or subject's bundle(s) of answer documents. See the samples in Appendix I. Each *School Master File Sheet* must display the total number of bundled groups and the total number of scorable documents for students who participated in the field test. Please write N/A under the NUMBER OF DOCUMENTS column for any subject that a school did not test.

NOTE

Verify that the number of bundles and the total counts of scorable answer documents recorded by the STC are correct. **Resolve any discrepancy immediately. Incorrect counts transferred to your *Division Master File Sheet*, as explained in Section 6.2.2 below, can result in “alerts” at the Scoring Center that will delay scoring.**

6.2.2 Division Master File Sheet

Once a school's *School Master File Sheet(s)* have been verified, record the number of groups for each test on the appropriate *Division Master File Sheet*. See the samples in Appendix J. Leave the FOR SCORING CENTER USE boxes blank. Set aside the school's *School Master File Sheet(s)* and keep it for your records. **Ship only the *Division Master File Sheets*.**

6.2.3 Paper-banded groups of answer documents

Verify that every paper band displays the corresponding school name and grade/subject. Remember that if there is more than one bundle per grade or subject, the paper bands are to be sequentially numbered (e.g., “1 of X,” “2 of X,” and so on) by grade and subject.

6.2.4 Scoring Service Identification Sheets (SSIDs or “header sheets”)

There must be a preprinted SSID for every paper-banded bundle of answer documents. See the sample in Appendix K.

- SSIDs must be the computer-generated, preprinted SSIDs received from Harcourt. If any photocopied SSIDs are found, call the STC to obtain an unused, preprinted SSID sheet. If the STC does not have any more, please call your Harcourt Virginia Program Coordinator to obtain preprinted SSIDs.

If an SSID sheet is missing, contact the STC to obtain one for the bundled group. One of the preprinted SSIDs that you distributed to the STC prior to testing must be used.

- Side 1 of each SSID must be complete and accurate. The *Examiner's Manuals* carry all instructions for completing this form.

Verify that the preprinted information (division name, division code, city and state, school name, school code, and grade) is correct.

The GRADE field should be preprinted and computer-gridded. Make sure the indicated grade on the SSID corresponds to the booklets in the bundle.

The NUMBER OF DOCUMENTS field on each SSID sheet must be gridded correctly and accurately. Spot check to ensure that accurate counts of scorable documents have been gridded by each school and that the gridded counts are right-justified in the columns. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 booklets would be printed and gridded as 0032. **Incorrect counts could cause delays in scoring.**

NOTE

The SCHOOL NAME and SCHOOL CODE fields as preprinted by Harcourt **may not be altered**. Alteration of these fields will require that Harcourt contact you for resolution and may cause delays in reporting of your SOL test results.

6.3 Check for Proper Orientation of Scannable Documents

Within each bundle, Side 1 of the SSID sheet must face up. The edge with the black “timing tracks” must be to the left.

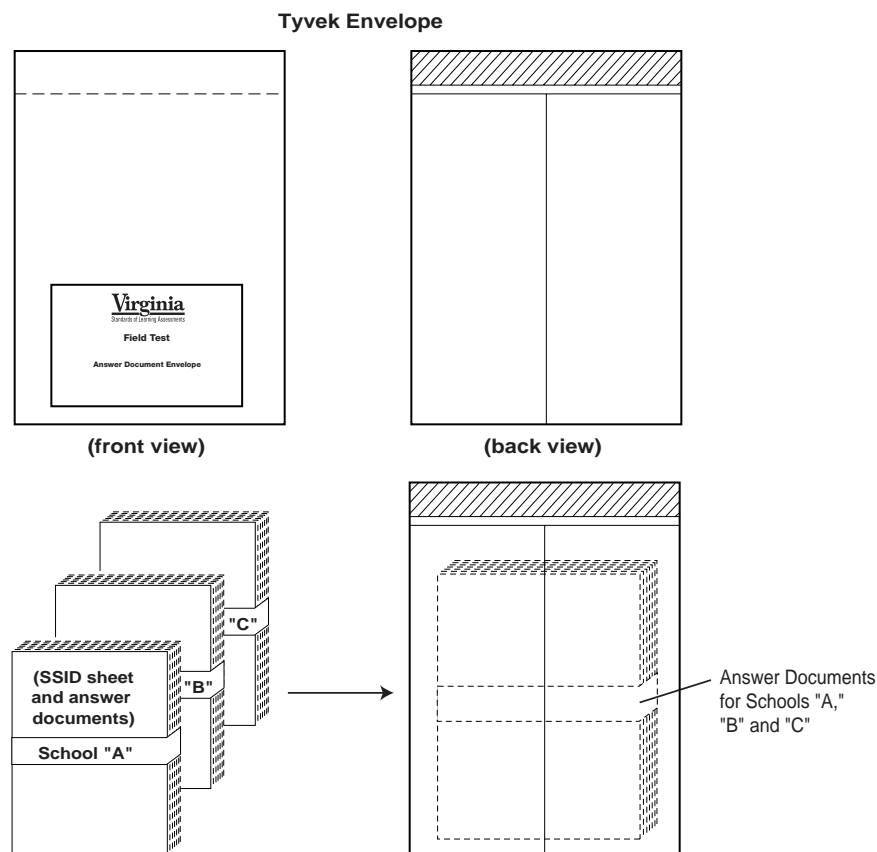
Answer documents’ demographic pages must also face up within the bundle so that their black timing tracks are to the left, just as with the bundle’s SSID. Note that each answer document has one corner cut at an angle. If all documents are properly positioned, this corner-cut should line up for all documents in the bundle.

NOTE

Improper orientation of the scannable documents could result in damage during the scanning process and delay scoring.

6.4 Pack Scorable Answer Documents

Answer documents from all schools participating in the SOL *English: Reading and Mathematics* field tests are to be placed in the specially labeled Tyvek envelopes included in your DDOT kit (see diagram).



Up to 150 banded answer documents from one or more schools can be placed in one Tyvek envelope. There will be "extra" room above the banded groups of answer documents after they've been placed in the envelope. Pull the envelope down tight against the answer documents, being careful not to bend or damage, and seal the envelope.

6.4.1 Division Master File Sheet

After all envelopes are packed, place the appropriate *Division Master File Sheet* at the **top of the carton to be labeled "1 of X."** Verify that the number of groups from all schools has been recorded on the appropriate *Division Master File Sheet*. See the samples in this section and related information in Section 6.2.2. Do not ship the *School Master File Sheets*. Retain these for your records.

6.4.2 Proper sequence for packing scorable materials

Schools and grade levels/subjects should be packed in the order in which they are printed on the *Division Master File Sheet*. Cartons should be filled by putting the Tyvek envelopes into one or more cartons as long as the materials remain in proper sequence. A packing diagram is displayed in Section 6.5.1 for your reference.

6.5 Prepare to Ship Scorable Answer Documents – Set “A”

All of your division's scorable answer documents for the SOL *English: Reading* and *Mathematics* field test must be shipped at one time as soon as possible after testing (including make-up testing) is completed, **but no later than the Friday of your testing week.**

Use sturdy shipping cartons. If they remain in good condition, you can re-use the cartons in which your materials were delivered. Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. **Do not use plastic or Styrofoam “peanuts.”**

Affix a **pink** “Virginia SOL Field Test Answer Documents” label (shipped to you in your DDOT Kit) to the top of **each** sealed carton of answer documents for the SOL *English: Reading* and *Mathematics* field test. On **each** label, enter the name of your school division in the corresponding blank.

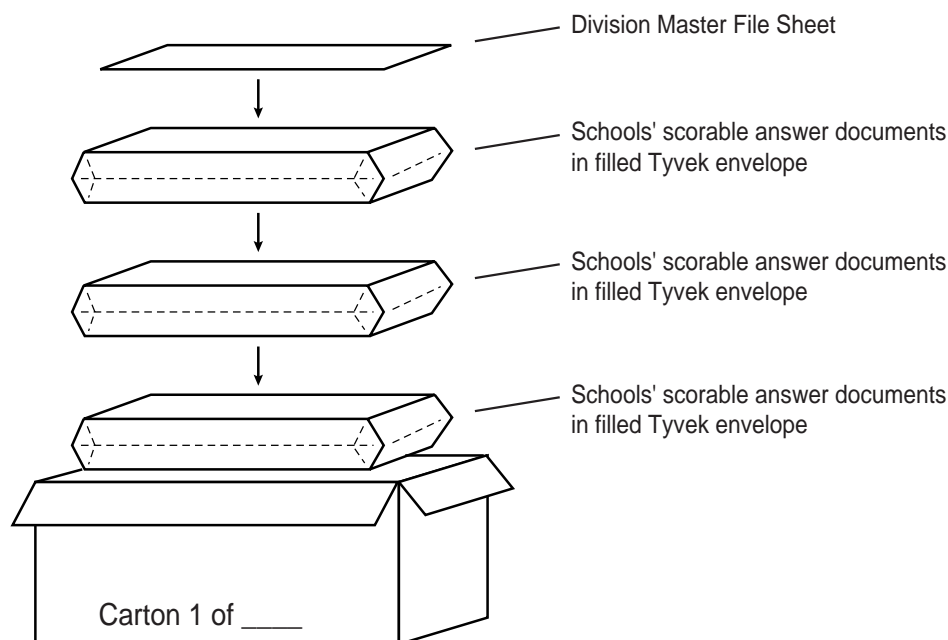
NOTE

For this shipment, **do not use the green labels.** They identify return shipments of non-scorable materials.

6.5.1 Diagram for special packaging of *English: Reading* and *Mathematics* field test student answer documents

PACKING DIAGRAM

The following illustration shows the filled Tyvek envelopes being packaged for shipment to the Harcourt Scoring Center in San Antonio, Texas.



Count the cartons for your shipment of answer documents. Then, in the space provided on the **PINK** label, number the cartons sequentially. Begin with the carton that contains the *Spring 04 SOL English: Reading and Mathematics Division Master File Sheet*. This carton will be “1 of X,” with remaining cartons numbered “2 of X,” “3 of X,” and so on.

Find the preprinted **red UPS Next Day Air Shipping Documents** that were included in your DDOT Kit.

NOTE

IMPORTANT: The **red UPS Next Day Air Shipping Documents** display a **San Antonio, Texas** address and must be used for this shipment of scorable answer documents. Do not ship answer documents using the black-and-white UPS GroundTrac labels or via U.S. mail or any other carrier. **Do not use the red UPS next day air shipping documents that show an Iowa City, Iowa address for these answer documents.**

Use of the UPS GroundTrac labels for this shipment will result in your scorable materials being shipped to the wrong location and delay scoring.

Use the following steps to complete and affix one UPS Shipping Document to **each** carton.

- a. Review the preprinted information in Part 1 (“Shipment From”) of each UPS Shipping Document. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed in Part 1.**

The Scoring Center’s San Antonio address and Harcourt’s billing account codes are preprinted on the UPS Shipping Document. If your preprinted Shipping Document is lost, you may use one that can be supplied by the UPS driver when he or she arrives. If you find this to be necessary:

- call your Harcourt Virginia Program Coordinator to obtain the proper account number to avoid billing this shipment to your division; and
- make sure that the cartons containing scorable answer documents are shipped to the following address:

**Harcourt Assessment, Inc.
SOL Scoring Center
19500 Bulverde Road
San Antonio, TX 78259**

- b. Weigh the carton, and enter the weight in Part 3.

If a scale is not available, enter your **best estimate** of the carton’s weight according to the information in Table 3 below:

Table 3. Weight Estimates

16-inch carton, full	32 pounds
8-inch carton, full	16 pounds
16-inch carton, half full	
4-inch carton, full	8 pounds
8-inch carton, half full	
16-inch carton, quarter full	

- c. Sign and date Part 9 (“Shipper’s Signature”) of **each** UPS Shipping Document.
- d. Remove its backing and affix a completed UPS Shipping Document to the **top of each** carton.

6.6 Arrange UPS Pickup of Scorable Answer Documents

Ship the answer documents by UPS using the instructions that follow.

- a. If you have not already done so, contact UPS **the day before you expect to have your shipment ready.**

For answer document PICKUP, contact UPS toll-free 24 hours in advance at 1-800-214-0391. Use this 800 number only. DO NOT call the regular UPS pickup telephone number.

Be sure to tell the UPS customer representative that the shipment is to be paid for by Harcourt ("Receiver" on the Shipping Document) and that you will be using preprinted Next Day Air Shipping Documents. If your building closes before 5 p.m., be sure to instruct UPS to arrive prior to 3 p.m.

If you need assistance from a UPS Representative, or if a UPS driver requests payment for this pickup, call toll-free 1-800-377-4877, extension 2422.

- b. Before the UPS driver arrives, double-check the following:
 - Has a **pink** label been completed (including the carton number) and affixed **to the top of each appropriate carton of answer documents?**
 - Has a **red UPS Next Day Air Shipping Document** been completed (including the estimated weight) and affixed **to each carton?**
- c. Store the sealed cartons in a locked, secure area until the UPS driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this UPS pickup, please provide him or her with a copy of this page of instructions.
- d. **Be sure to keep the top copy of every UPS Shipping Document for your file.** This will help to ensure that your shipment can be traced if necessary.

6.7 Receive and Pack Set B – Secure Field Test Booklets Returned by the STCs

Each STC is to have prepared Set B materials as follows prior to delivery to you:

- the quantities of field test booklets must have been recorded on the *SOL English: Reading and Mathematics Field Test School Test Coordinator's Test Booklet Transmittal Form*. The transmittal includes a "Discrepancy Report" for the STC to complete to explain any differences in the number of booklets received and returned (see the *STC Manual*, Section 6.4);
- all cartons containing test booklets were to have been labeled as Set B; and
- both the original and a photocopy of the *SOL English: Reading and Mathematics Field Test School Test Coordinator's Test Booklet Transmittal Form*, *Discrepancy Report*, and copies of cover sheets noting a discrepancy were to be returned to you with the Set B materials.

Upon receipt of each school's materials, count the field test booklets. Then sign both the original and the copy of the *SOL English: Reading and Mathematics Field Test School Test Coordinator's Test Booklet Transmittal Form* to verify your receipt. The form includes an "SOL STC's Quantity Discrepancy Report" that the STC was to complete to account for the number of test booklets received and returned, including any unopened packages. Keep the photocopy of the completed form and discrepancy report for your file and leave the original form and discrepancy report in the carton marked "Transmittal Form Enclosed."

NOTE

Remember that any lost field test booklet must be reported as a testing irregularity as soon as the problem is identified so that the Department of Education may take appropriate action. **If the security procedures in the various SOL *English: Reading and Mathematics* field test manuals are followed closely, this should be a very rare occurrence.**

6.8 Organize and Ship Set B to the Scoring Center

Please remember the following very important points:

- Set B must be shipped **no later than 10 school days after the end of your testing week.**
- Use the **black-and-white** UPS GroundTrac labels and **green** “Virginia SOL Non-Scorable Secure Test Materials” labels that were enclosed in your DDOT Kit. **Do not ship Set B using the red UPS Next Day Air labels or via U.S. mail or any other carrier.**

NOTE

Harcourt will conduct an accounting of all returned test booklets and advise the Department of Education of the results for all school divisions. **Any shortage reported by Harcourt will be investigated by the Virginia Department of Education.**

Division Overage Materials

- Record counts of unused division overage secure materials on the *SOL DDOT's Test Booklet Overage Transmittal Form* and the two-page *Quantity Discrepancy Report* in Appendix L. Check the appropriate box of each section to verify return of all overage secure materials and transferred secure materials. If a discrepancy has occurred, fill in the blanks to describe it.
- Pack all field test booklets in the reverse order of appearance on the *SOL DDOT's Test Booklet Overage Transmittal Form*. The first item on the list should be at the bottom of the box.
- Make a photocopy of the overage transmittal form, the *Quantity Discrepancy Report*, and cover sheets noting a discrepancy for your records. Pack the originals inside box #1 of your division overage cartons. Label the box “Transmittal Forms Enclosed.”
- Locate the **green** Virginia SOL Multiple-Choice Non-scorable Secure Test Materials labels that were included in your DDOT Kit. On each green label, enter the name of your school division on the DIVISION NAME line. Affix one label to the top of each carton.
- Next, on each **green** label, number the cartons for your division overage consecutively. Use a permanent marker and begin with the first division overage carton through the last division overage carton (#1, #2, #3, etc.). On the *SOL Division Shipment Transmittal Form* (in Appendix M), print the number range of the cartons for your division overage.
- As you work through the division overage materials, check to see if each carton is completely full. If not, fill the empty space with crumpled paper. **Except for carton #1**, seal each carton with strong packing tape. Now, move these cartons aside and begin work on cartons from your schools.

School Materials

- The STC for this school should have marked “Transmittal Form Enclosed” on one of the Set B cartons. Consider this your very first carton in the series from the school. Locate the **green** Virginia SOL Multiple-Choice Non-scorable Secure Test Materials labels that were included in your DDOT Kit. On each green label, enter the name of your school division on the DIVISION

NAME line. Affix one label to the top of each carton.

- b. Next, on each green label, number the cartons for this school consecutively, beginning with the next number after the number assigned to the last box in your division overage. For example, if the division overage boxes were #1, #2, and #3, the first box for the first school would be #4. Use a permanent marker and begin with the first Set B carton and work through to the last Set B carton. On the *SOL Division Shipment Transmittal Form* (see Appendix M), print the number range of the cartons for this school.
- c. As you work through the school's materials, check to see that each carton is completely full. If not, fill the empty space with crumpled paper. Seal each carton with strong packing tape. Now, move these cartons aside and begin work on cartons from the next school.
- d. Repeat steps a–c above for every school that tested. As you number the cartons, **make sure** that all carton numbers are **consecutive across the division**. For example, if the first school's last carton was #3, the first carton for the second school will be #4.
- e. Once all cartons from all schools have been organized and numbered, note the total number of cartons for the entire shipment. Record the total number of cartons on the *SOL Division Shipment Transmittal Form*.
- f. Locate the **black-and-white** UPS GroundTrac shipping labels (included in your DDOT Kit) and place one on **each Set B carton**. The UPS GroundTrac shipping labels are preprinted with the origination and destination information for your convenience.
 - GroundTrac labels contain a removable strip preprinted with the tracking numbers. Detach the removable strip preprinted with the tracking number for each UPS GroundTrac label and apply it to the *SOL Division Shipment Transmittal Form for UPS Tracking Number Labels*. (An example may be found in Appendix M.) When applying each label, indicate the number of the box to which the GroundTrac label will be applied.
 - After first making a photocopy of it for your file, place the completed *SOL Division Shipment Transmittal Form* **on top of the secure test booklets in the carton (#1) of your division overage that has been left unsealed**. Carton #1 can now be closed and sealed.
 - This form will alert the Scoring Center to the total number of cartons included in your shipment.
- g. Set B must be shipped **no later than 10 school days after the close of your testing week**.
 - Contact UPS the day before you expect to have your shipment ready.

For non-scorable, secure test materials PICKUP, contact UPS toll-free 24 hours in advance at 1-800-214-0391. Use only this 800 telephone number for proper service.

- Be sure to tell the Customer Representative that the shipment is to be paid for by Harcourt and that you will be using UPS GroundTrac Service.

If you need assistance from a UPS Representative, or if a UPS driver requests payment for this pickup, call toll-free 1-800-377-4877, extension 2422.

6.9 Verify That You Have Received All Required Forms from All STCs

In addition to the *School Test Coordinator's Test Booklet Transmittal Form*, the *Quantity Discrepancy Report*, and the *SOL School Master File Sheets*, STCs were to have submitted the following forms to you. **Obtain as quickly as possible any that you may not have yet received:**

- *Examiner's/Proctor's Test Security Agreements*;
- *SOL Examiner's Test Booklet Transmittal Form/Affidavit* (see Appendix N);
- *Examiners' completed Test Booklet Package Cover Sheets* (attached to *Examiner's Test Booklet Transmittal Form/Affidavit*);
- *SOL School Affidavit* (in the *STC's Manual*).

Retain these forms in your files.

6.10 Complete and Return the SOL School Division Affidavit

Complete the *SOL School Division Affidavit* that is in Appendix O of this manual and have your superintendent sign it. **Return this affidavit to the Department of Education no later than 10 days after the end of your testing week.**

6.11 Review Disposition of All Field Test Materials

The STC has been instructed to dispose of the following materials per your instructions:

- *School Test Coordinator's Manual*;
- *Examiner's Manuals*;
- unused answer documents;
- damaged answer documents marked "VOID" and;
- scratch paper.

You may have STCs dispose of these materials or you may have them returned to you. With the exception of used scratch paper, which must be shredded or burned, these materials may be recycled or thrown away. Please make sure that your local instructions are clear in that regard. Please note that all scratch paper must be collected and destroyed. STCs may destroy the scratch paper at the school level, or you may collect it and destroy it yourself.

The materials listed above must **not** be packed with the test booklets that are in Set B and returned to Harcourt, and there is no requirement that you inspect any of these materials.

Refer to Table 4 to review your division's disposition of all SOL test materials.

THANK YOU

*We appreciate your help and participation in the Spring 2004
SOL English: Reading and Mathematics field tests.*

Table 4. Disposition of Field Test Materials

	Item(s)	Required signature(s)	Disposition
Scorable test materials	<ul style="list-style-type: none"> Completed answer documents SSIDs Spring 2004 SOL English: Reading and Mathematics Field Test Division Master File Sheet 	none	packed in cartons with pink labels and shipped by UPS Next Day Air to San Antonio, Texas
Non-scorable, secure test materials	<ul style="list-style-type: none"> SOL School Test Coordinator's and DDOT's Test Booklet Transmittal Forms; cover sheets; Discrepancy Reports (originals) SOL English: Reading and Mathematics field test booklets SOL Division Shipment Transmittal Form 	DDOT	packed and shipped with green labels by UPS Ground Trac to San Antonio, Texas
Required forms	<ul style="list-style-type: none"> SOL Examiner's Test Booklet Transmittal Form/Affidavit 	Examiners/STC	retained in DDOT's file
	<ul style="list-style-type: none"> Examiner's/Proctor's Test Security Agreements 	Examiners/Proctors	
	<ul style="list-style-type: none"> School Master File Sheets SOL School Test Coordinator's and DDOT's Test Booklet Transmittal Forms; cover sheets noting discrepancies; Discrepancy Reports (copies) 	N/A	
	<ul style="list-style-type: none"> SOL School Affidavit 	STC/Building Principal	
Non-scorable, non-secure test materials	<ul style="list-style-type: none"> SOL School Division Affidavit 	DDOT/Division Superintendent	faxed to the Virginia Department of Education
	<ul style="list-style-type: none"> Unused answer documents and damaged answer documents marked "VOID" Unused SSIDs 	N/A	disposed of per local instructions
	<ul style="list-style-type: none"> Scratch paper 		
	<ul style="list-style-type: none"> Examiner's and STC Manuals 		

APPENDIX A

VIRGINIA DEPARTMENT OF EDUCATION STANDARDS OF LEARNING (SOL) ASSESSMENTS English: Reading and Mathematics Field Test SPRING 2004

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the SOL *English: Reading and Mathematics* Field Tests in determining what actions may compromise test security.

1. Students must never be exposed to an *English: Reading and Mathematics* field test booklet prior to or following test administration. **Using any of the *English: Reading and Mathematics* field tests in any other way (including rewording a question) is STRICTLY PROHIBITED.**
2. The tests must be administered strictly in accordance with the instructions outlined in the SOL *English: Reading and Mathematics* field test *Examiner's Manuals*. Directions that are to be read to the students must be read exactly as they are written.
3. No field test item which will be scored may be used as a sample or practice item for learning how to mark responses. Sample items are included in the SOL field test booklets to familiarize students with the format of the items and the procedures for marking their answers.
4. Copying **ALL OR ANY PART** of an SOL *English: Reading and Mathematics* field test booklet or taking notes about the items included on an SOL test is **STRICTLY PROHIBITED.**
5. All persons are prohibited from attempting to formally or informally score answer documents.
6. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after test administration. This prohibition includes provision of cues, clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
7. All persons are prohibited from changing students' answers to *English: Reading and Mathematics* field test items whether by providing hints or clues during test administration, correcting wrong answers during test administration, or by erasing or correcting answers or responses recorded by the student.
9. All known violations of test security procedures shall be reported in writing; signed by the person making the report; and addressed to Division of Assessment and Reporting, Virginia Department of Education. The Virginia Department of Education shall investigate all such infractions and take action as necessary.

This page may be photocopied.

**SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004**

DIVISION TEST SECURITY AGREEMENT

SEND VIA FAX

TO: Virginia Program Coordinator, Harcourt
(Toll-Free Fax No. 1-800-547-2059)

NO. PAGES: _____
(Including Cover Sheet)

FROM: _____
(School Division Name)

DDOT NAME: _____
(Please Print)

The Virginia school division named above acknowledges that the Spring 2004 SOL *English: Reading* and *Mathematics* field tests are secure tests and agrees to the following conditions of use to ensure the test's security:

1.
 - a. The school division will take all necessary precautions to safeguard all field test materials by limiting access to persons within the school division with a responsible, professional interest in the test's security.
 - b. All persons having access to the materials (other than students to whom the test is administered) will complete and sign the appropriate security agreements, affidavits, and transmittal forms as instructed in the SOL *School Test Coordinator's Manual* and *Examiner's Manual*, and will observe all other security-related procedures established and required by the Virginia Department of Education. Copies of all completed forms and affidavits will be kept on file in the school division office.
2.
 - a. The school division will keep the field test materials under lock and key, except on actual testing date(s), limiting access to those responsible for their security and to students taking the test.
 - b. Secure field test booklets will be delivered to schools no earlier than 96 hours (four days) prior to testing. School Test Coordinators will deliver the booklets to Examiners no sooner than the date of testing.
 - c. Field test materials will be kept secure until they are actually distributed to students.
 - d. In no case will students be permitted to remove field test materials from the room where testing takes place.
3. The school division will not disclose or allow to be disclosed the contents of the field test.
4. Upon completion of testing, the school division will ensure that all field test materials are returned by school personnel to the designated Division Director of Testing.

By signing my name to this document, I am assuring the Virginia Department of Education and Harcourt Assessment, Inc. that I and anyone having access to the field test materials will abide by the above conditions.

BY: _____

BY: _____

TITLE: Division Director of Testing

TITLE: Division Superintendent

DATE: _____

DATE: _____

This page may be photocopied.

Please note the Virginia General Assembly in its 2000 session enacted the following legislation regarding test security:

§ 22.1 - 292.1. Violation of test security procedures: revocation of license.

- A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:
1. Giving unauthorized access to secure test questions;
 2. Copying or reproducing all or any portion of any secure test booklet;
 3. Divulging the contents of any portion of a secure test;
 4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
 5. Making available any answer keys;
 6. Failing to follow test security procedures established by the Department of Education;
 7. Providing a false certification on any test security form required by the Department of Education;
 8. Retaining a copy of secure test questions; and
 9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgement of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9-6.14:1 et seq. and § 22.1-298), governing the licensure of teachers.

SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004

**DIVISION VERIFICATION OF RECEIPT OF NON-SECURE
 TESTING MATERIALS AND REORDER FORM**

SEND VIA FAX

TO: Virginia Program Coordinator, Harcourt
 (Toll-Free Fax No. 1-800-547-2059)

NO. PAGES: _____
 (Including Cover Sheet)

DATE: _____, 2004

FROM: _____
 (School Division Name) (Division Code)

DDOT NAME: _____
 (Please Print)

DDOT Instructions: Complete Section 1 below. After receiving all schools' verification/reorder forms, if additional non-secure testing materials are needed from Harcourt, also complete Section 2. Then, fax this form to Harcourt at the fax number above as soon as possible, but **NO LATER THAN April 28, 2004**. (Please note: **Do not** send **school** verification/reorder forms to Harcourt.)

Section 1. Verification of Shipment: After receipt and verification of your division's shipment of non-secure *SOL English: Reading and Mathematics* field testing materials, please complete the information requested in the table below.

Date shipment was delivered to your office: _____	
As indicated on the packing list, all of the non-secure SOL field test materials were received in this shipment. If "No," indicate missing materials or discrepancies.	(Circle One) Yes No

The carrier made "inside delivery" of the shipment, and my staff and I were satisfied with the manner of delivery. If "No," indicate the problems you experienced.	(Circle One) Yes No

continued

This page may be photocopied.

DIVISION VERIFICATION OF RECEIPT OF NON-SECURE TESTING MATERIALS AND REORDER FORM

DIVISION NAME: _____ DIVISION NUMBER: _____

Section 2. Reorder of Non-Secure Materials: If additional quantities of any non-secure materials are needed, print the **total** quantities needed in the appropriate box(es) below.

	Ungraded
<i>School Test Coordinator's Manual</i>	
<i>Spring 04 SOL English: Reading and Mathematics School Master File Sheets*</i>	
Scoring Service ID (header) Sheets**	
<i>English: Reading Examiner's Manual</i>	
<i>Mathematics Examiner's Manual</i>	
Student Answer Document	
Paper Bands	

* *Spring 04 School Master File Sheets* – For each sheet required, provide the school name, school number, and subject:

* * *SSID* – For each SSID sheet required, provide the school name, school number, and subject:

Attach additional pages as necessary. This page may be photocopied.

APPENDIX C
VIRGINIA DEPARTMENT OF EDUCATION
SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004

**SCHOOL VERIFICATION OF RECEIPT OF NON-SECURE
TESTING MATERIALS AND REORDER FORM**

TO: _____
(DDOT Name)

NO. PAGES: _____
(including this sheet)

SCHOOL NAME: _____ SCHOOL CODE: _____

STC NAME: _____ DATE: _____, 2004

STC Instructions: Complete Section 1 below. If additional testing materials are needed, complete Section 2. Then, fax or deliver this form to your DDOT as soon as possible, but **NO LATER THAN April 27, 2004.**

Section 1. Verification of Shipment: After receipt and verification of your school's shipment of non-secure SOL field test materials, please complete the information requested in the table below.

Date shipment was delivered to your school: _____	
As indicated on the packing list, all copies of the non-secure SOL field test materials were received in this shipment. If "No," indicate missing materials or discrepancies.	(Circle One) Yes No
The carrier made "inside delivery" of the shipment, and my staff and I were satisfied with the manner of delivery. If "No," indicate the problems you experienced.	(Circle One) Yes No

continued

**PLEASE USE PAGE 2 TO ORDER ADDITIONAL NON-SECURE TESTING MATERIALS.
FORWARD BOTH PAGES TO YOUR DIVISION DIRECTOR OF TESTING.**

SCHOOL NAME: _____
 DIVISION NAME: _____

SCHOOL NUMBER: _____
 DIVISION NUMBER: _____

Section 2. Reorder of Materials: If additional quantities of any materials are needed, print the quantity in the box(es) below.

	Ungraded
<i>School Test Coordinator's Manual</i>	
<i>Spring 04 SOL English: Reading and Mathematics School Master File Sheets*</i>	
Scoring Service ID (header) Sheets**	
<i>English: Reading Examiner's Manual</i>	
<i>Mathematics Examiner's Manual</i>	
Student Answer Document	
Paper Bands	

* *Spring 04 School Master File Sheets* – For each sheet required, provide the school name, school number, and subject:

* * *SSID* – For each SSID sheet required, provide the school name, school number, and subject:

Attach additional pages as necessary. This page may be photocopied.

APPENDIX D
VIRGINIA DEPARTMENT OF EDUCATION
SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004

***DIVISION VERIFICATION OF RECEIPT OF SECURE
TESTING MATERIALS AND REORDER FORM***

SEND VIA FAX

TO: Virginia Program Coordinator, Harcourt
(Toll-Free Fax No. 1-800-547-2059)

NO. PAGES: _____
(Including Cover Sheet)

DATE: _____, **2004**

FROM: _____
(School Division Name) (Division Code)

DDOT NAME: _____
(Please Print)

DDOT Instructions: Complete Section 1 below. After receiving all schools' verification/reorder forms, if additional secure testing materials are needed from Harcourt, also complete Section 2. Then, fax this form to Harcourt at the fax number above as soon as possible, but **NO LATER THAN April 28, 2004**. (Please note: Do **not** send school verification/reorder forms to Harcourt.)

Section 1. Verification of Shipment: After receipt and verification of your division's Spring 2004 shipment of *SOL English: Reading* and *Mathematics* field test secure testing materials, please complete the information requested in the table below.

Date(s) shipment(s) were delivered to your office: _____	
As indicated on the packing list, all copies of the secure SOL field test materials were received in this shipment. If "No," indicate missing materials or discrepancies.	(Circle One) Yes No
<hr/> <hr/>	
The carrier made "inside delivery" of the shipment, and my staff and I were satisfied with the manner of delivery. If "No," indicate the problems you experienced.	(Circle One) Yes No
<hr/> <hr/>	

Section 2. Reorder of Secure Materials: If additional quantities of any secure field test materials are needed, print the **total** quantities needed for all schools and your division overage in the appropriate box(es) below.

Grade 4 English: Reading	Pkg: _____ Qty: _____ Pkg: _____ Qty: _____	Grade 4 Mathematics	Pkg: _____ Qty: _____ Pkg: _____ Qty: _____
Grade 6 English: Reading	Pkg: _____ Qty: _____ Pkg: _____ Qty: _____	Grade 6 Mathematics	Pkg: _____ Qty: _____ Pkg: _____ Qty: _____
Grade 7 English: Reading	Pkg: _____ Qty: _____ Pkg: _____ Qty: _____	Grade 7 Mathematics	Pkg: _____ Qty: _____ Pkg: _____ Qty: _____

* Indicate the **package number** that is required as well as the number of packages needed.

Attach additional pages as necessary. This page may be photocopied.

Sample Student Answer Document

ISBN 999-8639-00-X

9 789998 639003

**VIRGINIA SOL
FIELD TEST**

VIRGINIA SOL FIELD TEST

1 (A) (B) (C) (D)	25 (A) (B) (C) (D)	49 (A) (B) (C) (D)
2 (E) (G) (H) (J)	26 (E) (G) (H) (J)	50 (E) (G) (H) (J)
3 (A) (B) (C) (D)	27 (A) (B) (C) (D)	51 (A) (B) (C) (D)
4 (E) (G) (H) (J)	28 (E) (G) (H) (J)	52 (E) (G) (H) (J)
5 (A) (B) (C) (D)	29 (A) (B) (C) (D)	53 (A) (B) (C) (D)
6 (E) (G) (H) (J)	30 (E) (G) (H) (J)	54 (E) (G) (H) (J)
7 (A) (B) (C) (D)	31 (A) (B) (C) (D)	55 (A) (B) (C) (D)
8 (E) (G) (H) (J)	32 (E) (G) (H) (J)	56 (E) (G) (H) (J)
9 (A) (B) (C) (D)	33 (A) (B) (C) (D)	57 (A) (B) (C) (D)
10 (E) (G) (H) (J)	34 (E) (G) (H) (J)	58 (E) (G) (H) (J)
11 (A) (B) (C) (D)	35 (A) (B) (C) (D)	59 (A) (B) (C) (D)
12 (E) (G) (H) (J)	36 (E) (G) (H) (J)	60 (E) (G) (H) (J)
13 (A) (B) (C) (D)	37 (A) (B) (C) (D)	
14 (E) (G) (H) (J)	38 (E) (G) (H) (J)	
15 (A) (B) (C) (D)	39 (A) (B) (C) (D)	
16 (E) (G) (H) (J)	40 (E) (G) (H) (J)	
17 (A) (B) (C) (D)	41 (A) (B) (C) (D)	
18 (E) (G) (H) (J)	42 (E) (G) (H) (J)	
19 (A) (B) (C) (D)	43 (A) (B) (C) (D)	
20 (E) (G) (H) (J)	44 (E) (G) (H) (J)	
21 (A) (B) (C) (D)	45 (A) (B) (C) (D)	
22 (E) (G) (H) (J)	46 (E) (G) (H) (J)	
23 (A) (B) (C) (D)	47 (A) (B) (C) (D)	
24 (E) (G) (H) (J)	48 (E) (G) (H) (J)	

TPC Reflective Bond™ 60056 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 A B C D E

Sample Test Booklet Package Cover Sheet



GRADE 7

Mathematics

Cover Sheet – SET A

Field Test – Spring 2004

NOTES TO EXAMINER:

- THIS PACKAGE CONTAINS THE FOLLOWING RANGE OF FORMS:
71010-71014
- AFTER OPENING **THIS PACKAGE** BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:
 1. Count the number of test booklets contained in this package.
 2. Check the **one** box that is applicable and explain any discrepancy.

☐

There were **5** test
booklets in this package.

☐

There were **NOT 5** test
booklets in this package.

Discrepancy: _____

3. Signature _____ Date _____

4. Return this cover sheet to the STC along with all enclosed test booklets immediately after the testing session has concluded.

COVER SHEET

PKG SIZE: **5**

ISBN: 999-XXXX-XX-X

ISBN: 999-XXXX-XX-X

This page may be photocopied.

APPENDIX G

VIRGINIA DEPARTMENT OF EDUCATION
SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004

SOL SCHOOL TEST BOOKLET TRANSMITTAL FORM

For use prior to test administration to transfer test booklets from the DDOT to each STC.

DIVISION NAME: _____

SCHOOL NAME: _____

1. Transmit a copy of this form to each school in which the SOL *English: Reading and Mathematics* field tests are being administered. Make photocopies as necessary.
2. Prior to delivering secure field test materials to the STC, fill in the box below with the number of cartons of test booklets being delivered to the STC.
3. Deliver this form to the STC along with the field test materials.
4. Upon receipt of the field test booklets and this form from you, the STC must verify that the number of test booklet cartons you entered on this form is correct. **If incorrect, resolve the inconsistency immediately.** If correct, or once any inconsistency is resolved, the STC must sign and date this form.
5. The STC must return the completed form to you **immediately**.
6. Keep this form on file.

<p>Number of Cartons of Test Booklets Delivered to STC by DDOT</p>

STC Signature: _____ Date: _____

This page may be photocopied.

APPENDIX H

VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENTS
ENGLISH: READING AND MATHEMATICS FIELD TEST

SOL TEST IRREGULARITY FORM

Spring 2004

Division Name _____

Division and School Code (e.g., 056-0221) _____

School Name _____

Test Title	Form No.

Date _____

Directions to the Examiner and/or STC:

Describe the irregularity in the space below. Then the STC should forward this form to the DDOT for action. The STC must report testing irregularities to the DDOT within 24 hours of occurrence.

(PLEASE PRINT)

Description of Irregularity:

Action Taken (to be completed by DDOT):

Irregularity was forwarded to the Department of Education: NO YES _____
(Date)

Signature of STC: _____ Date: _____

Signature of DDOT: _____ Date: _____

The DDOT will fax this form to the Virginia Department of Education, Division of Assessment and Reporting, 804-371-8978.

This page may be photocopied.

APPENDIX I

SOL ENGLISH: READING AND MATHEMATICS FIELD TEST SCHOOL MASTER FILE SHEET

VASOL Spring 04 Reading/Math Field Test School Master File Sheet

Page 1

Division: OAKTOWN COUNTY
Code: 800
DDOT: JANE SMITH
Address: 1234 OAKTOWN ROAD
OAKTOWN, VA 23456
Telephone: (804) 658-9029

School Number	School Name	Grade	Number of Groups	Number of Documents
800 1234	Dear School Test Coordinator: Please place an N/A under the Number of Documents column for any subject that your school did not test. Thank You.			
	OAKTOWN MS			
	Grade 4 Math	4M	_____	_____
	Grade 4 Reading	4R	_____	_____
	Grade 6 Math	6M	_____	_____
	Grade 6 Reading	6R	_____	_____
	Grade 7 Math	7M	_____	_____
	Grade 7 Reading	7R	_____	_____

Totals: _____

FOR SCORING CENTER USE	Receiving Number	Order Number	Date Received
	Testing Program XXX-XXX	Est N-Count	

APPENDIX J

SOL ENGLISH: READING AND MATHEMATICS FIELD TEST DIVISION MASTER FILE SHEET

VASOL Spring 04 Reading/Math Field Test Division Master File Sheet

Page 1

Division: OAKTOWN COUNTY
Code: 800
DDOT: JANE SMITH
Address: 1234 OAKTOWN ROAD
OAKTOWN, VA 23456
Telephone: (804) 658-9029

School Number	School Name	Grade	Number of Groups	Number of Documents
800 1234	Dear School Test Coordinator: Please place an N/A under the Number of Documents column for any subject that your school did not test. Thank You.			
	OAKTOWN ES			
	Grade 4 Math	4M	_____	_____
	Grade 4 Reading	4R	_____	_____
	Grade 6 Math	6M	_____	_____
	Grade 6 Reading	6R	_____	_____
	Grade 7 Math	7M	_____	_____
	Grade 7 Reading	7R	_____	_____

Totals: _____

FOR SCORING CENTER USE	Receiving Number	Order Number	Date Received
	Testing Program VAS04	Est N-Count	

Sample SSID Sheet

SIDE 1

SIDE 1

P920

42

APPENDIX L

VIRGINIA DEPARTMENT OF EDUCATION SOL ENGLISH: READING AND MATHEMATICS FIELD TEST SPRING 2004

SOL DDOT's TEST BOOKLET OVERAGE TRANSMITTAL FORM

Complete this form and the Discrepancy Report on the next two pages after all field test materials have been returned to you from STCs. The completed form and the report are to be returned to Harcourt as directed below.

DIVISION NAME: _____

BEFORE TESTING:

1. Record the total counts of field test booklets shown on all packing lists of overage shipments in the "Packing List Quantity" column.
2. Prior to distributing these overage test booklets, record the total counts received in the division in the corresponding "DDOT Received" column of this form.

AFTER TESTING:

1. Enter the total number of overage test booklets packed for return shipment in the corresponding "DDOT Returned" column. Then complete the Discrepancy Report on the next two pages for all field test booklets. If any test booklet is lost, an *SOL Test Irregularity Form* must be submitted to the Virginia Department of Education. **Do not mark in the "Scoring Center ONLY" column.**
2. Photocopy this form and the Discrepancy Report for your records. Pack the originals inside Box #1 of your Set B cartons. Label the box "Transmittal Forms Enclosed."
3. **You MUST sign and date the bottom of this form.**

Grade / Subject	Packing List Quantity	Field Test Booklets Total Number			Grade / Subject	Packing List Quantity	Field Test Booklets Total Number		
		DDOT Received	DDOT Returned	DO NOT USE Scoring Center ONLY			DDOT Received	DDOT Returned	DO NOT USE Scoring Center ONLY
Grade 4 English: Reading					Grade 4 Mathematics				
Grade 6 English: Reading					Grade 6 Mathematics				
Grade 7 English: Reading					Grade 7 Mathematics				

DDOT Signature: _____ **Date:** _____

This page may be photocopied.

SOL ENGLISH: READING AND MATHEMATICS FIELD TEST SPRING 2004

DDOT'S QUANTITY DISCREPANCY REPORT

DDOT Instructions: In each section, check the appropriate box. If the second box is checked, fill in the blanks to describe each discrepancy.

1. Division Overage Packing List / Receipt Discrepancies (including supplemental shipments)

☐ No discrepancies were noted between quantities on the packing list and quantities actually received.

☐ The following discrepancies were noted:

- *English: Reading* (Gr. 4) _____
 Packing list indicated _____ booklets shipped, but we received _____ booklets
 Package was supposed to contain _____ booklets but only _____ were enclosed *
- *English: Reading* (Gr. 6) _____
 Packing list indicated _____ booklets shipped, but we received _____ booklets
 Package was supposed to contain _____ booklets but only _____ were enclosed *
- *English: Reading* (Gr. 7) _____
 Packing list indicated _____ booklets shipped, but we received _____ booklets
 Package was supposed to contain _____ booklets but only _____ were enclosed *
- *Mathematics* (Gr. 4) _____
 Packing list indicated _____ booklets shipped, but we received _____ booklets
 Package was supposed to contain _____ booklets but only _____ were enclosed *
- *Mathematics* (Gr. 6) _____
 Packing list indicated _____ booklets shipped, but we received _____ booklets
 Package was supposed to contain _____ booklets but only _____ were enclosed *
- *Mathematics* (Gr. 7) _____
 Packing list indicated _____ booklets shipped, but we received _____ booklets
 Package was supposed to contain _____ booklets but only _____ were enclosed *

* Please attach a photocopy of the package cover sheet.

2. Booklets Lost or Removed from Division Overage During Testing Due to Testing Irregularities

☐ No booklets were lost, and none were forwarded to the Department of Education

☐ The following booklets were lost or forwarded to the Department of Education due to a testing irregularity:

- grade _____ test booklet, SOL field test subject _____
 Number of copies lost _____ Number of copies forwarded _____
 Date irregularity reported to DDOT _____; irregularity number _____
- grade _____ test booklet, SOL field test subject _____
 Number of copies lost _____ Number of copies forwarded _____
 Date irregularity reported to DDOT _____; irregularity number _____
- grade _____ test booklet, SOL field test subject _____
 Number of copies lost _____ Number of copies forwarded _____
 Date irregularity reported to DDOT _____; irregularity number _____

This page may be photocopied.

**SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004**

DDOT'S QUANTITY DISCREPANCY REPORT

3. Division Overage Booklets Transferred to Schools in This Division

- ☐ No booklets were transferred from the DDOT's division overage to any school.
- ☐ The following booklets were transferred to schools from the division overage, have remained in the schools' materials inventories, and are being returned with the schools' materials:
- school name _____ number _____ grade _____
subject _____ Number of copies transferred _____
 - school name _____ number _____ grade _____
subject _____ Number of copies transferred _____
 - school name _____ number _____ grade _____
subject _____ Number of copies transferred _____
 - school name _____ number _____ grade _____
subject _____ Number of copies transferred _____
 - school name _____ number _____ grade _____
subject _____ Number of copies transferred _____
 - school name _____ number _____ grade _____
subject _____ Number of copies transferred _____
 - school name _____ number _____ grade _____
subject _____ Number of copies transferred _____

4. Division Overage Booklets Transferred with the Department of Education's Authorization to Another School Division

- ☐ No booklets were transferred from this division to any other school division.
- ☐ The following booklets were transferred to another school division, have remained in that division's materials inventory, and are being returned with that division's materials:
- grade _____ subject _____ Number of copies transferred _____
 - grade _____ subject _____ Number of copies transferred _____

5. Booklets Transferred to This School Division with the Department of Education's Authorization from Another School Division

- ☐ No booklets were transferred to this division from any other school division.
- ☐ The following booklets were transferred to this school division from another division and are among the enclosed materials:
- grade _____ subject _____
Number of copies received from the DDOT _____
 - grade _____ subject _____
Number of copies received from the DDOT _____
 - grade _____ subject _____
Number of copies received from the DDOT _____

This page may be photocopied.

APPENDIX M

VIRGINIA DEPARTMENT OF EDUCATION SOL ENGLISH: READING AND MATHEMATICS FIELD TEST SPRING 2004

SOL DIVISION SHIPMENT TRANSMITTAL FORM

SET B Materials — Secure Test Booklets

For use by DDOT after test administration to ship field test booklets to Harcourt.

DIVISION NAME: _____

1. List division overage materials in the first line. Record the number of cartons being returned from your division overage.
2. Working with one school at a time, enter the name of the school in the first column.
3. In the second column labeled Total Number of Cartons, for each school listed, enter the number of cartons.
4. In the third column labeled Carton Number Range, for each school listed, enter the number range. Remember to consecutively number ALL cartons across the school division.
5. In the fourth column labeled Transmittal Form is in Carton Number, indicate by number the specific carton in which the school's transmittal form is enclosed.
6. Repeat steps 2-5 for all other schools in your division.
7. Each box of your shipment should have a black-and-white UPS GroundTrac label attached. You must detach the removable strip preprinted with the tracking number from each UPS GroundTrac label and apply it to the *SOL Division Shipment Transmittal Form for UPS Tracking Number Labels* on the next page. When applying each label to this page, please indicate the number of the box from which the label was removed.
8. **This form must be signed by the DDOT and returned to the Scoring Center: pack it at the top of carton #1 of your division's Set B shipment. Be sure to keep a copy of this form for your files. Also, leave one copy of each STC's Test Booklet Transmittal Form with each school's field test booklets when shipping to the Scoring Center.**

School Name	Total Number of Cartons	Carton Number Range	Transmittal Form Is in Carton Number:
Division overage			
Total Number of Cartons:			

DDOT Signature: _____

Date: _____

This page may be photocopied.

**SOL ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004**

**SOL DIVISION SHIPMENT TRANSMITTAL FORM FOR
UPS TRACKING NUMBER LABELS**

Box Number	UPS Tracking Number (Apply Label Here)	Box Number	UPS Tracking Number (Apply Label Here)

This page may be photocopied.

APPENDIX N

VIRGINIA DEPARTMENT OF EDUCATION SOL ENGLISH: READING AND MATHEMATICS FIELD TEST SPRING 2004

SOL EXAMINER'S TEST BOOKLET TRANSMITTAL FORM/AFFIDAVIT

Division Name: _____ School: _____

Grade Level: _____

School Test Coordinators: Use this form to sign test booklets in and out to Examiners in your school. List each Examiner's name in the far-left column. Use the second column to list the test booklet subject and the number of booklets assigned to each Examiner. The Examiner should initial the "Out" column when receiving test booklets. The STC must initial the "In" column at the end of the day when test booklets are returned. Both the Examiner and STC should count or otherwise verify the number of booklets distributed before initialing this form.

EXAMINER'S AFFIDAVIT: After testing is completed, have each Examiner read the following statements and sign the "Examiner's Affidavit" column certifying the following:

1. I administered the SOL *English: Reading and Mathematics* field tests according to the directions in the *Examiner's Manual*.
2. I kept all materials secure when in my possession.
3. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an undue advantage over others.
4. I have read the statements above and understand that I am certifying that they are true.

Examiner Name	Test Booklet Subject and Quantity	OUT — EXAMINER'S INITIALS	IN — STC'S INITIALS	EXAMINER'S AFFIDAVIT
				Examiners are to sign in this column only AFTER reading statements 1-4 above.

NOTES TO STC: 1. At the close of test administration, this completed page must be forwarded to your DDOT who will keep it on file.
2. This page may be photocopied.

APPENDIX O
VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENTS
ENGLISH: READING AND MATHEMATICS FIELD TEST
SPRING 2004

SOL SCHOOL DIVISION AFFIDAVIT

FAX THIS AFFIDAVIT NO LATER THAN 10 DAYS AFTER THE END OF YOUR TESTING WEEK:

**TO: VIRGINIA DEPARTMENT OF EDUCATION,
DIVISION OF ASSESSMENT AND REPORTING
FAX 804-371-8978**

DIVISION NAME: _____

This affidavit must be completed by the DDOT and then signed and dated by the DDOT and the school division superintendent.

This signed and dated form must be returned to the Department of Education no later than 10 days after the end of your testing week.

AFFIDAVIT

I certify that, to my knowledge, no one in the school division has copied, reproduced, or had improper access to the SOL *English: Reading and Mathematics* field test booklets or to any questions from them. All SOL field test booklets and scorable answer documents have been returned to my office as directed in the SOL *DDOT's Manual* and *School Test Coordinator's Manual*.

DDOT Name (printed or typed):	DDOT Signature:	Date:
Division Superintendent Name (printed or typed):	Division Superintendent Signature:	Date:

This page may be photocopied.

APPENDIX P
STANDARDS OF LEARNING (SOL) ASSESSMENTS
SPRING 2004

Virginia SOL Team Directory

How do I reach someone at Harcourt?

CERVS Website: <http://va.harcourt.com>

Packlists can be viewed/printed from this site, and will be “hotlinked” directly to UPS tracking system. Requests for changes to division information (phone numbers, address changes) can be made through CERVS. Harcourt will verify changes with VDOE before they are made.

VA TEAM email: virginia_sol@harcourt.com

The best way to reach a member of the Project team is to send an email to this address. Any of the VA team members can access the site, although responsibility for accessing the site and forwarding issues is rotated through the group. Utilizing this email site will help ensure that your request is responded to in a timely manner. If your “assigned” program coordinator is not available to process your request, it will be handled by another team member.

Scoring Hotline: (800) 328-5999

Questions concerning scoring or reporting should be called into the Scoring Hotline. The hotline sends a copy of your inquiry to your assigned program coordinator, who will watch to make certain the situation is resolved in a timely fashion. Questions or issues related to Pre-ID labels should be sent directly to the VA Program Team and NOT to the Scoring Hotline. Direct all correspondences to the Virginia Team’s e-mail address.

CTP Toll Free Fax No. (800) 547-2059

In addition to faxing in required documentation (i.e., transmittal forms), you can also fax copies of material orders, additional orders, copies of emails you sent via the email address, or any other messages you want to make certain are received by Harcourt.

CTP Toll Free No. (800) 228-0752

Phone extensions of the program coordinators can be found on the next page. If you have a question, please call one of them.

STANDARDS OF LEARNING (SOL) ASSESSMENTS SPRING 2004

Virginia SOL Team Directory

Norma Brooks Extension 5604

Albemarle County	Grayson County	Martinsville City	Roanoke City
Arlington County	Greene County	Northampton County	Rockbridge County
Bedford County	Hanover County	Northumberland County	Rockingham County
Brunswick County	Harrisonburg City	Page County	Russell County
Caroline County	Henry County	Patrick County	Scott County
Carroll County	Hopewell City	Petersburg City	Smyth County
Charlotte County	King and Queen County	Pittsylvania County	Spotsylvania County
Chesterfield County	King George County	Powhatan County	Stafford County
Colonial Beach	King William County	Prince Edward County	Sussex County
Covington City	Lee County	Prince George County	Virginia Beach City
Cumberland County	Lexington City	Prince William County	VSDB - Hampton
Dinwiddie County	Loudoun County	Pulaski County	VSDB - Staunton
Franklin City	Louisa County	Radford City	Warren County
Franklin County	Madison County	Rappahannock County	Williamsburg City
Frederick County	Manassas City	Richmond City	Winchester City
Galax City	Manassas Park City	Richmond County	Wythe County
Gloucester County			

Roxie Gonzalez Extension 5605

Accomack County	Colonial Heights City	Hampton City	Portsmouth City
Alexandria City	Culpeper County	Henrico County	Roanoke County
Alleghany	Danville City	Highland County	Salem City
Amelia County	Dept of Corrections	Isle of Wight County	Shenandoah County
Amherst County	Dickenson County	Lancaster County	Southampton County
Appomattox County	Essex County	Lynchburg City	State Operated Prgms
Augusta County	Fairfax County	Mathews County	Staunton City
Bath County	Falls Church City	Mecklenburg County	Suffolk City
Bland County	Fauquier County	Middlesex County	Surry County
Botetourt County	Floyd County	Montgomery County	Tazewell County
Bristol City	Fluvanna County	New Kent County	Washington County
Buchanan County	Fredericksburg City	Newport News City	Waynesboro City
Buckingham County	Giles County	Norfolk City	West Point
Campbell County	Goochland County	Nottoway County	Westmoreland County
Charles City County	Greensville County	Orange County	Wise County
Charlottesville City	Halifax County	Poquoson City	York County
Chesapeake City			

Elena Rodriguez Extension 5608

Buena Vista City	Craig County	Nelson County
Clarke County	Lunenburg County	

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DDOT'S CHECKLISTS

Activities During Test Administration

- ☐ 1. Be available during your schools' testing sessions to answer questions and resolve problems (Section 5.2).
- ☐ 2. Assist STCs in identifying and resolving testing irregularities (Section 5.3).

Activities After Test Administration

- ☐ 1. After all testing sessions have been completed, verify receipt of all test materials from all STCs.
- ☐ 2. Receive and verify all scorable answer documents (Sections 6.1 and 6.2).
- ☐ 3. Pack and ship all scorable answer documents. Scorable answer documents should be shipped **no later than the Friday of your testing week** (Sections 6.4–6.6).
- ☐ 4. Receive, pack, and ship all secure, non-scorable test booklets **no later than ten school days after the end of your testing week** (Section 6.8).
- ☐ 5. Verify that you have received all required SOL forms from all STCs (Section 6.9).
- ☐ 7. Return a signed *SOL School Division Affidavit* to the Virginia Department of Education **no later than 10 school days after the end of your testing week** (Section 6.10).
- ☐ 8. Review final disposition of all field test materials: scorable answer documents, secure field test booklets, forms and documentation, and other non-scorable materials (Section 6.11).

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